Dear Royal Oak Continuing Education Student,

Welcome to Royal Oak Continuing Education. We look forward to working with you this school year. You have already completed the online portion of registration for 2019-20 classes. The purpose of this letter is to inform you of the steps that remain in the registration process for Fall 2019 classes.

- If we don’t have it yet, we need
  - A copy of your Social Security Card
  - A copy of a Government-issued picture ID
  - Registration Fee of $25

- You will need to complete the Comprehensive Adult Student Assessment Systems (CASAS) reading and math test. This will take about 2.5 hours. These tests are required for the funding we receive. You will be asked to take the tests again after you complete 40 hours of work on your course. If you improve to a new math or reading level, we will not ask you to take the test again this school year. The schedule for testing is basically 3pm-7pm M-Th beginning August 19 and ending August 29.

- You should receive an invitation to complete our online Orientation Course via email. You won’t be able to begin your academic courses (seated classes, GED Classes, or Edgenuity courses) until you successfully complete the Orientation Course. Most of the course can be completed off-site. However, the final orientation test must be completed at Churchill.

- You will meet with one of our mentors/teachers to discuss our policies, procedures and expectations. This may happen before school starts.

- If you are planning to take the GED, you will also be asked to do additional testing with the GED Ready right after your orientation is complete. This is so that we can focus instruction to exactly what our students need.

- After things settle down, and you’re in your class, you will be asked to complete an Educational Development Plan (EDP) on Career Cruising (more info on the back)

We estimate the whole on-site process to take 3-4 hours. The orientation class, which can be done mostly off-site, is estimated to take another 4-5 hours.

While we recognize that this is a significant time commitment to get started, the reward is worth it!

The Royal Oak Continuing Education Office Staff

(Turn over for information about Career Cruising)
Dear Royal Oak Continuing Education Student,

The State of Michigan requires each student to have an EDP (Educational Development Plan). This plan is created on Career Cruising. Career Cruising was developed with one goal in mind: making a comprehensive career guide that people will truly enjoy using. Career Cruising is a first-class career assessment tool, with a comprehensive post-secondary school database with a financial aid section.

Career Cruising has a few required sections. You will explore your interests and strengths and the software will find careers and schools that match what you say you want. Each of these sections can be accessed from the Career Cruising Main screen, or by clicking on the appropriate button on the menu bar that appears at the top of every screen in the program. If your progress bar isn’t progressing, we can help you fix that. If you click on “My EDP” at the top left of the screen, the program will guide you through what you are missing and explain what you need to do to make the progress percentage increase with just a few clicks.

You may have done this before, but if you are registering for a program with Continuing Education, your situation has probably changed since you did it before. We encourage you to take this seriously and develop a current snapshot of your interests and your skills to see what careers use both your preferences and your skills.

After you complete the sections, the program will suggest careers for you as well as schools that you can attend to get the necessary training and/or education for that field. Take a few minutes and set goals for the future. This process takes several hours, but the rewards are long-lasting.

The required sections of Career Cruising are as follows:

- Career Matchmaker
- My Skills
- Learning Styles Inventory
- My Saved Careers – Minimum 2
- Career Selector
- My Saved Schools – Minimum 2
- My Saved Pathways
- Post-Secondary Plan
- Career & Life Goals
- Hobbies & Interests – Minimum 1
- Skills & Abilities – Minimum 1
- Work Experience

Our purpose in having students complete Career Cruising is to help them succeed in whatever they choose to do beyond our school, whether that is work or college. Please enjoy the process, many have found careers and schools that they knew nothing about before completing Career Cruising. We wish you all the best.

The Royal Oak Continuing Education Office Staff

(Turn over for information about Initial Registration)